



## Role Description

### Football Academy Manager

Play it Forward Football Club (PFFC) is seeking a proficient and ambitious individual to join our team of dedicated staff in Zambia. The person will lead on overall strategy, budget, planning, administration, logistics and technical team management. This individual will work closely with the Country Director of the NGO Play it Forward Zambia (PFZ) and the CEO of Play it Forward in the UK.

### Background

Our mission is to empower young Zambians to develop sustainable livelihoods through quality education and health activities. Play it Forward FC inspires and empowers a whole new generation of young people to take control of their lives. We engage over 1,500 young people every year in a wide range of programmes from health education & HIV testing to literacy, coding, mentoring and support towards higher education and employment. Our support on and off the pitch, ensures that young people emerge from our programmes with new skills to succeed in school, the workforce and in life.

PFFC currently has a men's team who play in FAZ Southern Province Division One and a women's team in the FAZ Women's Super League.

### Job Details

**Location:** Play it Forward Office, Livingstone, Zambia

**Salary & Benefits:** Competitive

**Contract:** 2 year contract, subject to a 3-month probationary period

**Type:** Full-time

**Reports to:** Country Director (Zambia) and CEO (UK)

### Essential skills and experience

- Appropriate qualifications in Football/Sports Business, talent identification, youth development
- Minimum of 5 years' experience in strategic football planning and player development, both on and off the pitch
- Strong knowledge of event operations and sports team logistics
- Knowledge of Zambian League structures, Football Association of Zambia (FAZ) and FIFA rules and regulations

- Substantial experience of managing high level players and/or talented young players
- Strong and proven staff and coach leadership and management capability
- Excellent English communication and interpersonal skills
- Safeguarding and child protection practices

## Main duties and responsibilities

### 1. Football Management

Key Deliverable: Managing all aspects of training and match operations.

- Organise league fixtures, matches and tournaments to create a culture of inclusive and competitive football.
- Improve academy structure by creating clear player pathways with coaching staff that lead to success.
- Use the success of the men's and women's senior teams to inspire younger players and promote the charitable work of Play it Forward Zambia.
- Promote a culture of excellence and holistic player development aligned with our missions and values.
- Ensure student athletes continue to balance education alongside their football development.

### 2. Football Administration

Key Deliverable: Provide comprehensive administrative & operational support.

- Managing the logistical aspects of the team's travel schedule, including booking transportation, visa appointments and hotels as needed.
- Liaising with opposition clubs with regards to match arrangements.
- Liaising with match officials with regards to match arrangements.
- Ensure there is efficient, digital file management on all required player documentation (E.g., registration, medical report, technical report, disciplinary report).
- Stay updated with the latest Rules & Regulations set forth by the Football Association of Zambia for leagues in which we participate.

### 3. Performance Management

Key Deliverable: Effectively manage all coaching staff.

- Devise and implement the coaching and support structure for all men's and women's teams, leading areas such as the appointment of appropriate coaches, player recruitment and training programmes throughout the pathway.
- Meet regularly with the football coaches and hold them accountable to KPI's.
- Promote continuous coach development through training and course qualifications to build capacity.
- Ensure staff Job Descriptions deliver the organisational strategic objectives, and personal / professional objectives.
- Conduct annual appraisals based on personal objectives and targets and agree performance related pay with the Country Director.
- Lead, co-ordinate and drive the delivery of support services (sports science, sports medicine and strength and conditioning) to the performance squads.

### 4. Public Relations

Key Deliverable: Expand business opportunities for the football club by engaging with external stakeholders.

- Develop new and expand existing commercial activity to support both the development of football and to contribute to meeting the agreed income targets.
- Promote the profile of the football club, nationally and internationally.
- Represent PFFC in FAZ meetings and other club related matters.
- Communicate with the media (tv, newspapers, radio) to raise our profile and tell our story.
- Establish, develop and maintain excellent working relationships with key stakeholders, partners and donors in country.

### 5. Business Development

Key Deliverable: The football club continues to grow in capacity and sustains enough income to support itself and the players that we work with.

- Research and engage with local sponsorship opportunities with businesses and corporates to generate financial or in-kind support.

- Contribute to the development and implementation of a business development strategy.
- Diversify income by establishing social enterprise activities to create financial sustainability.

## 6. Financial Management

Key deliverable: Prepare, manage and monitor the football budget in line with the organisation's financial procedures.

- Ensure that there is a robust internal control environment, including sound policies and procedures that safeguard staff and the assets of the organisation and funding partners.
- Ensure all expenditure is within monthly and annual budget restrictions.
- Ensure that established policies and procedures on HR, administration, finance, and programmes are understood by coaching staff, implemented and regularly reviewed.

## 7. Other

- Manage facilities, training equipment and any other club property to the highest standard.
- Ensure all staff that come into contact with children undertake appropriate safeguarding training and understand the club's child protection policy.
- Ensure that Health and Safety is prioritised in every area of PF's work, especially first aid and road safety.

To learn more about the work we do visit our website:

[www.play-itforward.org](http://www.play-itforward.org)

### How to apply

We welcome applications from people of all ages (over 18) and backgrounds who have the skills and experience to help strengthen our team.

Please submit your **CV** along with a **cover letter** of no more than one A4 page outlining your suitability for the role to [workwithus@play-itforward.org](mailto:workwithus@play-itforward.org)

Due to the high number of applications received, only short-listed applicants will be contacted.

**The Application deadline is Monday 7th October 2024.**

Play it Forward is fully committed to ensuring the safety and well-being of all children, young people and adults at risk (vulnerable groups) that are in our care or attending our premises. Applicants must be willing to undergo background checks appropriate to the post, including checks with past employers. The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and beneficiaries.